

CUCHARAS SANITATION AND WATER DISTRICT  
16925 STATE HIGHWAY 12  
CUCHARA, COLORADO 81055  
Regular Meeting Minutes of the Board of Directors  
January 8th, 2021 (Amended)

1. **CALL TO ORDER:**

Jim Berg opened the meeting at 9:02 am.

2. **Pledge of Allegiance:**

Pledge of Allegiance was led by Larry Dasenbrock

3. **ROLL CALL:**

JAMES BERG: Present

JAMES ALT: Present

RONALD BARBEE: Present via telecom

LARRY DASENBROCK: Present

DAVID GEORGE: Present

**Staff present:** Shannon ShROUT, Leslie Cordova, Kristan Lowe

**Visitors present:** None

4. **APPROVAL OF AGENDA:**

James Berg asked if there were any additions or changes to today's Agenda. Leslie Cordova pointed out a minor change needed to section 9 Reports of Officers, Committees, Professional Consultants and Staff. There should only be one bullet point reflecting 'Operations Status Report'.

**James Alt made a motion to approve the Agenda as amended. Larry Dasenbrock seconded the motion. All in favor. Motion carried.**

5. **MINUTES CORRECTION AND APPROVAL: December 11<sup>th</sup>, 2020 Regular Meeting Minutes:**

Board members reviewed the December 11<sup>th</sup>, 2020 regular meeting minutes prior to today's meeting. Jim Berg pointed out that the date is incorrect on Section 5, 'Budget Meeting'. The date should reflect December 11<sup>th</sup>, 2020 and not 2021. Jim Berg also requested a correction on Section 7, 'Resolutions'. Resolution 2020-06 should reflect 'Appropriate Sum of Money for the 2021 Budget Year'.

**Jim Alt made a motion to approve the December 11<sup>th</sup>, 2020 Regular Meeting Minutes as amended. Larry Dasenbrock seconded the motion. All in favor. Motion carried.**

6. **Treasurer's Report:**

Jim Alt reviewed financial reports and discussion took place regarding the district's financial status. He shared the financial documents with the board and gave them a chance to ask questions. The district is in good standing but Jim Alt explained the December 2020 treasurer's report needs to be amended before asking the board for a motion to approve. He explained that during the week of December 4<sup>th</sup> there was an issue with the QuickBooks software program and a weeks' worth of data has been omitted. Leslie Cordova and Jim Alt are working together to correct this and plan to submit the December 2020 Treasurer's Report at the February 12<sup>th</sup>, 2021 regular board meeting.

7. **Resolutions:**

- *Resolution 2021-01: Posting of Notices of CSWD Board of Director's Meetings.* James Berg provided a brief explanation and recited the resolution. Leslie Cordova confirmed she has been posting this information on the CSWD website and also submitting necessary documentation to the Huerfano County clerk.

**David George made a motion to approve Resolution 2021-01, Posting of Notices of CSWD Board of Directors Meetings. Larry Dasenbrock seconded the motion. All in favor. Motion carried.**

8. **Public Forum: (Nothing to Report)**

9. **REPORTS OF OFFICERS, COMMITTEES AND PROFESSIONAL CONSULTANTS and STAFF:**

a. **Operations Status Report: Reported by Shannon ShROUT**

- b. Water and wastewater sampling has been delayed until the week of January 4<sup>th</sup>, 2021. Shannon explained the proper way to collect samples is usually on the 1<sup>st</sup> of the month but explained because of the holiday that the best practice is to wait a week and then collect the sample.
- c. Tim Larson from the state of Colorado has been working to finish his report for the Bio Solids land apply that is due by February 19<sup>th</sup>, 2021.
- d. Avalanche plumbing provided a quote to install water lines at the wastewater treatment plant (WWTP). Shannon provided the quote to the board members via email. Shannon explained that he is exploring other options such as doing the piping work in-house and hiring a plumber to complete the hookup and backflow portion.
- e. Todd Eddleman and Shannon ShROUT have reviewed the as-built for the Spanish Peaks Water system Improvement Project (SPWSIP) as requested by the board. He presented some changes to Mark Hornberger of GMS Engineering. Mark Hornberger will meet with his associate Ken White for further review.
- f. Shannon stated that there have not been any new complaints from the residents regarding the SPWSIP.
- g. Shannon explained he has been working with Colorado Rural Water Association (CRWA) on getting things in order for the compliance on backflow prevention required by the state of Colorado.

10. OLD BUSINESS:

- **Safety Analysis:**  
Shannon Shrout and David George have been working on the CSWD safety action plan. They are working to ensure the district is following OSHA rules and guidelines.
- **Water System Improvement Project Update:**  
Leslie Cordova advised the board that all payments are up to date and that we are still waiting for a new invoice from GMS Engineering, the delay was due to the updated drawings.
- **Commnet Agreement Amendment and Approval:** Jim Berg provided a brief update and explained we are waiting for the final amended agreement, which is being reviewed by commnet attorneys. They should have it ready to present by the February 2021 regular board meeting.

11. NEW BUSINESS:

- **Cucharas Valley Hazardous Fuels Reduction Project:**  
Board members reviewed the letter of support. They discussed the proposed locations for the mitigation. Ron Barbee will keep the board updated on this project.  
**Ron Barbee made a motion to provide the Letter of Support as requested by Office of Emergency Management. Jim Alt seconded the motion. All in favor. Motion carried.**
- **District Cross Connect and Backflow prevention Project:**  
Shannon Shrout will work with the board and Jim Alt to create a notice for commercial customers and he plans to send out an announcement to notify them.
- **2021 Budget Message Approval:**  
Leslie Cordova and Jim Alt worked prepared and updated the 2021 budget message. Leslie Cordova has posted the message to DOLA as required and a copy has also been posted to the CSWD website.  
**Jim Alt made a motion to approve the 2021 Budget Message as presented. David George seconded the motion. All in favor. Motion carried.**
- **CSWD Personnel Policy:** – Please refer to meeting minutes, Section 9, n. Board members voted earlier to approve the personnel and compensation policies as amended. David George mentioned that he will create an organizational chart to present at a future meeting.
- **CSWD – Compensation Policy:** Please refer to meeting minutes, Section 9, n. Board members voted earlier to approve the personnel and compensation policies as amended.
- **CSWD Emergency Snow Day Policy:**  
Board members discussed the snow day policy and reminded David George to update the personnel policies so that the wording matches, snow day and not emergency closure.  
**David George made a motion to approve the Emergency Snow Policy as presented. Jim Alt seconded the motion. All in favor. Motion carried.**

12. ADJOURNMENT:

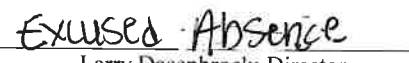
David George made a motion for an adjournment of today's meeting. Jim Alt seconded the motion. All in favor. Motion carried. The meeting was adjourned at 12:21pm.

  
James H. Berg: Chairman

  
David George: Vice Chairman

  
Ronald Barbee: Secretary

  
James T. Alt: Treasurer

  
Larry Dasenbrock: Director